PART-TIME

MUNICIPAL RECYCLING COORDINATOR

The Borough of Alpha is currently looking to hire a Municipal Recycling Coordinator to start in October. No more than twenty hours per week. Experience in Recycling and certified as a Recycling Coordinator preferred. Please submit resumes attention: Laurie Barton, Borough Clerk/Personnel Administrator, 1001 East Boulevard, Alpha, NJ 08865

Salary: To be determined

No Medical Benefits

NO PHONE CALLS

Deadline for resumes/applications: September 23, 2010

Brief Description

Plans, coordinates, and develops the recycling program for a jurisdiction for the efficient disposal of recyclable material such as metal cans, glass bottles, used oil, paper products, and so forth.

Develops and implements plans and reports for promoting the recycling Program that are submitted to the County.

Writes and distributes educational material, press releases, and other informational materials to promote the recycling program and encourage participation of residents in the program.

Consults with concerned officials for the purpose of expanding and improving the recycling program and its efficiency.

Coordinates recycling program activities with the collection of other solid waste materials, whether by private contractor or by the municipality.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Training as necessary.

KNOWLEDGE AND ABILITIES:

Knowledge of the aims, goals, and objectives of a recycling program.

Knowledge of methods used to formulate and execute plans for the effective utilization of available funds, personnel, equipment, and supplies.

Knowledge of methods used to collect, store, transport, separate,
process, recycle, recover, and dispose of recyclable materials.

Knowledge of problems involved in the implementation and coordination of a recycling program.

Ability to read, interpret, and apply the laws and regulations of the State of New Jersey relevant to the storage, collection transportation, separation, processing, recycling, recovery, and disposal of recyclable materials.

Ability to keep abreast of current reclamation management methods, techniques, and practices.

Ability to review and analyze program operations and to make changes as necessary.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain and establish essential records and files.